



ECONOMIC SECURITY

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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APR 5 1995

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 95-3. Implementation Plan for Transition of Preparing Activity Responsibilities to the Defense Logistics Agency (DLA)

Attached for your information and appropriate action is the implementation plan, which was developed between the DLA Departmental Standardization Office (DepSO) and the DepSOs of the Military Departments, to transfer preparing activity responsibility for specifications and standards. If you have any questions about the plan or transferring preparing activity responsibilities, please contact your DepSO.

Andrew D. Certo
Chief,
Standardization Program Division

cc: DepSOs
Chairman, DSIC

Attachment



22 March 1995

**IMPLEMENTATION PLAN
for
Transition of Preparing Activity (PA) Responsibilities
to the
Defense Logistics Agency (DLA)**

(Supplementation is permitted by the Service PAs and DLA Centers.)

SCOPE: In accordance with the DoD Process Action Team recommendations, DLA has identified 14,000 specifications and standards for potential transfer of PA responsibility to DLA and for which DLA is willing to assume the PA responsibility. The plan is intended to facilitate the transition of the PA responsibility. The Centers involved in this transition are the Defense Construction Supply Center (DCSC), Defense Electronics Supply Center (DESC), Defense Fuel Supply Center (DFSC), Defense General Supply Center (DGSC), Defense Industrial Supply Center (DISC), and Defense Personnel Support Center (DPSC).

PURPOSE: The plan delineates actions and milestones for transferring standardization documents from Military Services to the DLA's Centers.

APPROACH: The Services will select from the list of specific documents that were identified and provided by DLA for transfer. The Services may identify any other documents not on the provided list. Specific documents to be transferred to DLA shall be determined by mutual agreement between the DLA and the Services. The transferring PA will retain responsibility as custodian for the documents transferred, unless otherwise specified in the DoD Index of Specifications and Standards. The transfers will be in accordance with DoD 4120.3 M, "Defense Standardization Program (DSP), Policies and Procedures", dated July 1993.

The transferring PAs will meet with the receiving Centers to develop an arrangement procedure for document transfer. Individual Memorandum of Agreement (MOU) may be developed between the transferring PAs and receiving Centers. Any documents requested by DLA shall not be cancelled by the Services but should be given to requesting Center.

REQUIREMENTS: To effect a complete and effective transition, the DLA Centers will need:

- a. Historical and current document files in computer and/or paper format. (All computer files should be identified as to the software program type, e.g., Word Perfect.)
- b. Completed document questionnaires.
- c. Engineering drawings with design change information; and request for deviation and waiver documents.

- d. Technical data on current/new standardization documents.
- e. Market analyses and surveys.
- f. Investigation information on market searches.
- g. For documents that should be transferred to DLA in accordance with this Plan for which the PA has an active and on-going project, the PA shall:
 - 1. Complete the action before transferring the document if the project will be completed on or before 31 May 1996. These documents will be identified to DLA upon the completion of the document review period.
 - 2. Transfer the document, as is, along with any coordination documentation if the project will not be completed by 31 May 1996.

RESPONSIBILITIES:

- a. Transferring Activity:
 - 1. Assess the documents for potential transfer action in accordance with Service policy/guidance while completing the specification questionnaires.
 - (a) For those documents that are identified for transfer, provide a list of those documents to be transferred on a monthly basis until the end of the questionnaire review period, except for Army PAs, to the appropriate DLA Centers and to your Departmental Standardization Office (DePSO). The Army will provide their list to DLA as per the Detailed Corporate Milestone Plan.
 - (b) For those documents that are determined not to be suitable for transfer, provide a list of those documents, and a justification for each document on why it should not be transferred to your DePSO. The Service DepSO will provide and discuss those justifications with DLA.
 - 2. When PA responsibility is transferred to the DLA Center, submit a DD Form 1865 with enclosure identifying DoD Index of Specifications and Standards documents transferred.
 - 3. The Service transferring activity shall retain the technical/functional Service responsibility as custodian for the document transferred. As custodian, Service provide technical and administrative assistance to the DLA Center during the coordination of draft standardization documents, as required.

b. Receiving DLA Center:

1. Act as PA and coordinate draft standardization documents with activities identified in DoD Index of Specifications and Standards and SD-1, Standardization Directory

2. Receives directly and analyzes comments. Adjudicates essential comments with the commenting activities and incorporate appropriate comments into final draft. Procedures for handling those comments that are not accepted will be in accordance with DoD 4120.3-M.

MILESTONES: See attached milestone chart for the transition periods.

Defense Logistics Agency Specifications and Standards Reform

ID	Name	1994												1995											
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
1	Spec Prep Authority to DLA																								
2	Provide Services with List of Docs																								
3	Transfer Air Force Documents																								
4	Transfer Army Documents																								
5	Transfer Navy Documents																								

Project: Spec Busting	Critical	Progress	Summary
Date: 3/9/95	Noncritical	Milestone	Rolled Up